8.0 Presolicitation/Solicitation TIPS Focus Team

Scope: The team considered all aspects of the procurement process from developing the solicitation to receipt of proposals. The process included such activities as developing, issuing, and modifying a solicitation, identifying applicable terms and conditions, quality assurance, and receiving proposals/modifications to proposals including, but not limited to the following areas:

- Construction
- Research and Development (R&D)
- Commercial Services
- Commercial Products
- Identify Source Lists
- Identify Small, Disadvantaged, and Female Suppliers

Team Members: Therese Dinehart, Yolanda P. Garcia, Mark A. Padilla, Keith E. Pallesen, and Seth W. Hinshaw

Interfaces:

Procurement teams, both during the presolicitation/solicitation phase and throughout the procurement process, will need to interface with numerous systems including the following:

- POIMS
- Property
- Receiving

- FMIS
- Transportation
- External/Internal Vendor Databases (including Commodity, Historical Information, and Debarred or Blacklisted Vendors.

Depending upon the procurement team and commodity involved, procurement may need to interface with any Laboratory system that has anything to do with the overall procurement process.

Management Issues/Recommendations:

(1) Once the new TIPS system is in place, the requirement for PR login by procurement team personnel should not be necessary. It should be eliminated because, in its present form, it is a very time-consuming and inflexible process that adds little value as far as procurement is concerned. Moreover, each procurement team has developed its own software or database for tracking PRs from the time of receipt until closure of the PO. These independently developed databases do not interface with PAID or any other Laboratory system. TIPS must be flexible enough to eliminate the need for separate PR login and tracking tools.

While some of the basic information needed to track PR status is common to all procurement teams, each team has special information requirements relative to the PR login and tracking process. The screens used by the various teams need to be designed by those teams. TIPS must allow for the easy development and modification of special screens for the various procurement teams. Procurement is not a static process. Policies, procedures, and data requirements change continuously.

(2) The actual preparation of the purchase order should be done by procurement personnel on-line. Accounting personnel should be able to assign/change the necessary coding and cost distributions on-line. The PO document should then be reviewed by the appropriate procurement personnel on-line prior to final printing and distribution. Everything possible should be done to avoid moving paper documents between functions unnecessarily.

All of the above points were made verbally during our presentation. We felt that many of them would be mentioned by other focus teams as well. We also believed that they would be documented by the teams concerned with each specific part of the procurement
process.

It is important to remember that the procurement process is mostly a decision process and that buyers need tools to support their activities. Many of procurement's functions are not amenable to automation and probably never will be, but procurement desperately needs tools to improve both intra-BUS and customer communication.
A system that tried to reproduce or reflect the vagaries of the complete procurement process would probably break the Federal budget and be impossible for anyone to use.
It is not a static process.

PR Requirements Subscreen — Requester Profile

Requester Name _____Z Number _____   Group _____ ↓

Group Leader   _____   Division Leader   _____
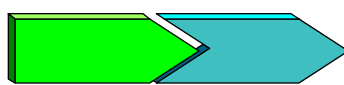
M.S.:_____Phone: _____   FAX #: _____   Pager #_____

Cellular #: _____   E-Mail Address: —————

Current Signature Authority ———————   Current Card of Authority ———————

┌──┐
│ **Note to Group/Division Leader: │
│ e.g., Requester has exceeded his signature and/or card of authority. │
└──┘

Capability to pulldown previous PR numbers and
estimated values. Link search to Name, Z-Number,
or PR #.

┌──────────────────────────────────────┐
│ Requester Procurement History ↓   │
└──────────────────────────────────────┘

┌──┐
│ Hot Button Link to Signature and Card of Authorities   │
└──┘

Presolicitation/Solicitation TIPS Focus Team

PR Requirements Subscreen — Budgetary Estimate

Estimated Budget for Total Procurement

Note: Screen information should link to a series of notes to the
requester regarding the approvals applicable to the particular type
of subcontract and estimated dollar value.

Hot Button Link to Value Analysis Tool ⬇
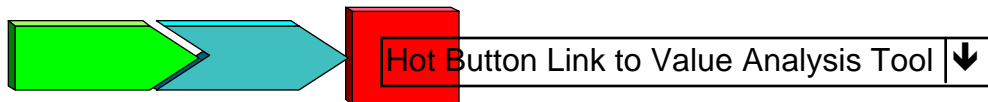
Capability to search historical database by zip code. Analysis tool will help requesters
analyze costs they are receiving.

Cost Analysis ⬇	Materials, Direct Costs, Travel, Equipment, Other Services, NMGRT
Price Analysis ⬇	CER, AVE, SQ, DL/Overhead, MA, LRA, LC
Historical Database Fields ⬇	

e.g. Historical Database Field:

Material	DL	Burden	Other
Enter Field:			Bid Bond
Output ?			Payment Bond
How many to buy ?			Performance Bond
Taxable ?			Insurance
Price ?			Safety Plan
Look at another database ? Y/N			AHA
			PHA
			Security
			Progress
			Payments
			Retention

Presolicitation/Solicitation TIPS Focus Team

PR Requirements Subscreen — Cost Code and Distribution

Estimated Costs:

| Item # | ⇕ | _____ |

General Nomenclature

Costs: Quantity _____   Unit of Measure _____ ⇕

Estimated Unit Costs _____Extended $ _____   Not to Exceed _____

JCI Work Order, if applicable _____ FSS Project ID, if applicable _____

Cost Distribution: ○ Default
                            ○ Detail

Cost Center _____   Program Code_____ Cost Account_____ Work Pkg _____
FIN Acct

Presolicitation/Solicitation TIPS Focus Team

PR Requirements Subscreen — Commodity Type

Commodity Type: Note: All worksheets (✪) to have hot button link to generation of RFQ/RFP Packets.

❍   Architect-Engineering

> ✪   *Worksheet*

❍   Computer or Software Related

❶	Hardware	❹	Software Maintenance
❷	Hardware Maintenance	❺	Software License
❸	Software	❻	Electronics

> ✪   *Worksheet*

❍   Construction

❶	General Construction	❹	Electrical
❷	Refurbishments	❺	Mechanical
❸	HVAC		

> ✪   *Worksheet*

❍   Consultant/Affiliate

| ❶ | Borrowed Personnel | ❷ | Consultant |

> ✪   *Worksheet*

❍   Integrated Contractor

> ✪   *Worksheet*

❍   Leases

| ❶ | Real Estate | ❷ | Equipment |

> ✪   *Worksheet*

❍   Materials, Equipment, Supplies

❶	Laboratory Instruments	❻	Chemicals
❷	Gas-handling Equipment	❼	Radioactive Materials
❸	Machine Tools	❽	Equipment, General
❹	Fabrications:	❾	Supplies
Mechanical __Electrical__Optical__		❿	Services: Maintenance & Repair
❺	Gases		

✪   *Worksheet*

❍   Research and Development

| ❶ | Universities | ❸ | Design and Develop |
| ❷ | Technical Support Services | ❹ | Conceptual Studies |

> ✪   *Worksheet*

❍   Services (Except Maintenance or Repair)

> ✪   *Worksheet*

Presolicitation/Solicitation TIPS Focus Team

PR Requirements Subscreen — Suggested Sources

| | Hot Button Link to Vendor Database to Generate Source List | ↓ |

e.g.,
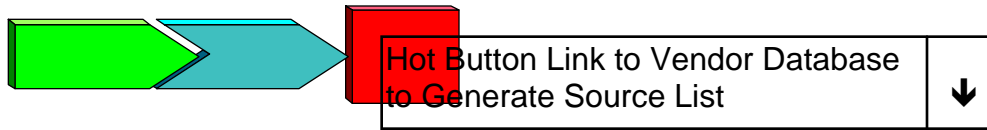
❶   Company Name, Address, Contact, Telephone Number
❷   Company "   "
         etc.....

Presolicitation/Solicitation TIPS Focus Team

PR Requirements Subscreen — Property Issues

1. Include Property Information in Help Screen

2. Forward Information to BUS-6

Enter PR # _____

Property Description per Item

Unit Cost per Item $_____

Total Property Value $ _____

Type of Property   ⬇   GFP/SAP

Trade-In

Serial # _____

LANL Property #

Shipping Manifest _____

Presolicitation/Solicitation TIPS Focus Team

Vendor Database — Vendor/Bidder Information

Company Name   ————————————   🅇 Debarred/Blacklisted Vendor
                                                            LANL-Internal Flag

Point of Contact   ————————————   Contact Title   ——————————
                          (First and Last Name)

Street Address   ——————————————————

Mailing Address (if different from above)   ——————————————

Remit To Address   ——————————————

City   ————————   State   ————————   Zip Code————————   Country   ————————

Telephone # ——————————   FAX # ————————   E-Mail Address   ——————————

Commodity Type(s) 🔽   FSC Code 🔽

Business Classification   (e.g., SB, SDB, WOB, etc.)   SIC Code 🔽 (Enter 4-digit
number)

🅇   Debarred/Blacklisted Vendor Information:
  1. Link to GSA List of Debarred Vendors.
  2. ⇩ Historical Data Pulldown Menu for Blacklisted Construction Vendors:

          Internal Only [Presolicitation (RFP#)]
          Vendor Blacklist[Check #   Check Amount $] ——————
                         [Contractor ———————— Project ——————————]

Presolicitation/Solicitation TIPS Focus Team

PR Assignment/Milestone — Sample Screen

This screen will provide procurement team leaders with the capability of the on-line assignment of a PR to the appropriate procurement specialist thereby removing a function currently performed by the team secretary. This screen also serves the purpose of providing current on-line information to requesters, procurement team leaders, procurement specialists about the status of a PR/PO, milestones, etc. Requesters should have read-only access to the information contained in this screen, and various levels of procurement personnel appropriate authorities for assignment of PRs, update of procurement milestones, etc.

Information to be included in this screen will be generated from information in the on-line system relevant to a PR, and will be updated/maintained by procurement specialists.

Presolicitation/Solicitation TIPS Focus Team

TIPS On-Line Help — Sample Help Menu

The TIPS On-line Help screen should reference all applicable definitions and general information about the various aspects of the system, including information about each function in BUS (e.g., finance, procurement, property, receiving/distribution, etc.). All help information should be easy to access and display to a requester, for example, a sample T&M/R&D/Consultant/IC/Software, etc. subcontract, applicable definitions, instructions for writing a statement of work, a procurement contact list, etc.

HELP

Contents
Search for Help on...
Index

Quick Preview
Examples and Demonstrations

About TIPS

Technical Support

About BUS

Presolicitation/Solicitation TIPS Focus Team

Generation of RFQ/RFP

Given an on-line requirement from the PR Requirements subscreens and procurement specialist worksheets, procurement specialists want the capability of generating an on-line RFQ/RFP solicitation package. Currently, procurement specialists have the ability to generate on-line solicitation packages using JetForm and/or forms and templates. The solicitation package must include information applicable to subcontract type and its estimated dollar value. After completing the worksheet (see PR Requirements Subscreen — Commodity Type), the procurement specialist should be able to select one of the following and generate a RFQ/RFP solicitation package.

Note: It is difficult at this time to define and detail this screen without knowing what is available on the market. At the time it is known what options are/could be available to procurement staff, this team would like the opportunity to review the information and assist in the decision to purchase an expert procurement system.

Enter PR #
Select one:
- ❍ A-E
- ❍ Computer or Software Related
- ❍ Construction
- ❍ Consultant/Affiliate
- ❍ Integrated Contractor
- ❍ Leases
- ❍ Materials, Equipment, Supplies
- ❍ Research and Development
- ❍ Services (not repair or maintenance)

Presolicitation/Solicitation Focus Team for TIPS

Other Information to Consider:

The new procurement system must have the capability to link the following procurement considerations to the PR Requirements Screen and be defined in the TIPS On-Line Help Screen according to subcontract type and total dollar value.

Acquisition Plan
Buy American Waiver, >$25K
Congressional Affairs Notification, > $500K
Copyrights
Cost/Price Analysis, > $500K
Davis-Bacon Determination, > $2,500
Equal Employment Opportunity, > $1M
Engineering Approval
Environmental Restoration/Environmental Management
FOCI
Form 1360.1 (Approval for ADP > $50K (excluding JCI))
Form 884, $25 - $50K
Hazardous Materials: Chemicals/Biologicals
Import/Export
JCI Work Order Number
L-T-O
OCI
Patents
Property
QA
Radioactive: Authorization to Ship
Safety Plans
Security Access
Service Contract Act
Small Business Subcontracting Plan, > $500K
Sole Source, > $25K
SOW/Specifications/Drawings
Trade-In's
Work On Site

Presolicitation/Solicitation TIPS Focus Teams

Other Information to Consider — Approvals

In addition to the "Other Information to Consider" supplement to the PR Requirements Screen, the new procurement system must also have the capability to link the following approvals to the PR Requirements Screen according to subcontract type and estimated dollar value:

Buyer Approvals	Acquisition Plan, Sole Source, Awards Up to $ Authority, Acceptance: Use of Item/Price, Shipping, Field Authority: Task Order, Credit Card Authority
	Outside: QA, Hazardous Materials, Security, Legal, FSS, Cost/Price, AA/CPA, ESH
Team Leader	> Buyer Authority: Peer Review, Solicitation, Pre-Negotiation >$500K, Award > Buyer Authority, SS > $25K Authority, Letter Contracts, Letter of Intent, Ratification, Cancellation
Group-Level	> Team Leader Authority: > $1M Award, > $5M Letter Contract (PM Approval), Letter of Intent, Solicitation, Termination
UC	Real Property > $50K or 5 years, L-T-O's, Treasury Approval
DOE	> $25M: Real Property Leases, Letter Subcontracts, Intra-University Transactions, GSA Debarment, L-T-O's, Davis-Bacon Wage Determination, Service Contract Act, Consultant Fee Approval on Fees Exceeding $500/Day.
Other	Terms and Conditions, Award, License, Protest, IFB, E&L

Presolicitation/Solicitation TIPS Focus Team

Requester/Buyer Commodity Worksheet — Computer/Software

Generic Worksheet Information:

PR # _____   Requester Name _____   Buyer _____

PR Value _____   Requester Group _____   Buyer Code _____

PR Date _____   Requester Phone # _____Buyer Phone # _____

$25K to $50K:
      Informational copy of PR and sole source to CIC
      Hardware upgrades may require site or server specific location
      Hardware maintenance may require site or server specific information
      Hardware maintenance may be added to an existing maintenance contract
      Software upgrades may require site or server specific information
      Software licenses may require site or server specific information
      Software maintenance may require site or server specific identification
      Software maintenance may be added to an existing maintenance subcontract
      All screens displaying cost center, program code, etc., should include JCI work order
      # field

$50K and Over
      In-house approval from CIC except JCI

Commodity Type: Computer/Software

      ❶   Item Description: _____

      ❷   Item Part/Model #: _____

      ❸   Quantity : _____

      ❹   Required Delivery: _____

Presolicitation/Solicitation TIPS Focus Team

Requester/Buyer Commodity Worksheet — Consultant/Affiliate

Generic Worksheet Information:

PR # _____   Requester Name _____   Buyer _____

PR Value _____   Requester Group _____   Buyer Code _____

PR Date _____   Requester Phone # _____   Buyer Phone # _____

Commodity Type: Consultant/Affiliate

❶   Consultant/Borrowed Personnel: _____

❷   Form 1098: _____

❸   Form 1643: _____

Presolicitation/Solicitation TIPS Focus Team

Requester/Buyer Commodity Worksheet — Construction

Generic Worksheet Information:

PR # _____   Requester Name _____   Buyer _____

PR Value _____   Requester Group _____   Buyer Code _____

PR Date _____   Requester Phone # _____ Buyer Phone # _____

Commodity Type: Construction

❶   Specifications/Drawings
❷   Davis Bacon Determination
❸   Project Information
❹   Initial Planning Meeting
❺   Pre-solicitation Notice
❻   Legal Review:
            Initial Review
            Revised Package
            File Copy
❼   Site Visit
❽   Amendment(s)
❾   Bid Abstract

Presolicitation (RFP#)

Check # _____ Check Amount $ _____

Contractor _____ Project _____

Presolicitation/Solicitation TIPS Focus Team

Requester/Buyer Commodity Worksheet — Leases

Generic Worksheet Information:

PR # _____   Requester Name _____   Buyer _____

PR Value _____   Requester Group _____   Buyer Code _____

PR Date _____   Requester Phone # _____   Buyer Phone # _____

(Presolicitation)

   Commodity Type: Leases

❶   Justification to lease space
❷   FSS approval to obtain lease space
❸   Description of space requirement (e.g., # of people,
          environmental, electrical, mechanical, telephone lines, etc.)
❹   Advertise for space requirement
❺   Receive responses to advertisement
❻   Conduct market survey
❼   Send preparation plan to DOE for approval. (Include 1-6 above)
❽   Receive DOE approval to proceed with RFQ

(Solicitation)

❶   Prepare and submit RFQ to acceptable sources.
❷   Receive proposals.

Presolicitation/Solicitation TIPS Focus Team

Requester/Buyer Commodity Worksheet — Materials, Supplies, and Equipment

Generic Worksheet Information:

PR # _____   Requester Name _____ Buyer _____

PR Value _____   Requester Group _____ Buyer Code _____

PR Date _____   Requester Phone # _____ Buyer Phone # _____

Commodity Type: Materials, Supplies, and Equipment (e.g., laboratory instruments;
gas handling equipment; machine tools; fabrications - mechanical,
electrical, optical; gases; chemicals; radioactive materials; equipment
general; scientific instruments; services: maintenance and repair.

     ❶   Item Description: _____

     ❷   Item Part/Model #: _____

     ❸   Quantity : _____

     ❹   Required Delivery: _____

Presolicitation/Solicitation TIPS Focus Team

Requester/Buyer Commodity Worksheet — Research and Development

Generic Worksheet Information:

PR # _____   Requester Name _____   Buyer _____

PR Value _____   Requester Group _____   Buyer Code _____

PR Date _____   Requester Phone #_____   Buyer Phone # _____

       Commodity Type: Research and Development

            ❶   Statement of Work

            ❷   Period of Performance

            ❸   Labor Category(ies)

            ❹   General Provisions (Form 7500)

Presolicitation/Solicitation TIPS Focus Team

Requester/Buyer Commodity Worksheet — Services (Except Repair and Maintenance)

Generic Worksheet Information:

PR # _____   Requester Name _____   Buyer _____

PR Value _____   Requester Group _____   Buyer Code _____

PR Date _____   Requester Phone # _____   Buyer Phone # _____

Commodity Type: Services (Except Repair and Maintenance)

❶   Scope of Work

❷   Service Contract Act

❸   FOCI

❹   Period of Performance

❺   Sole Source

❻   Security